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Government  
Publications

**Information respecting Technical  
Positions in the Civil Service ...**

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INFORMATION

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RESPECTING

TECHNICAL POSITIONS

IN THE

CIVIL SERVICE OF CANADA



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## TECHNICAL POSITIONS IN THE CIVIL SERVICE OF CANADA

As a career, the Civil Service of Canada offers particular opportunities to the specialist and to men and women qualified for technical and scientific positions. The Civil Service needs the trained mind of the specialist; the specialist needs the practical opportunity which is afforded by the vast field for investigation into and development of the potentialities of a young country rich in resources. The Civil Service is the medium through which both the State and the specialist can develop their best products. In this age of specialization, the Civil Service has developed into an organization which offers splendid scope for technical talent in every direction.

In the limited scope of this pamphlet it is impossible to treat in detail the numerous positions of this nature in the Civil Service, but an attempt is made to touch at least upon the fringe of occupational possibilities in the Government. For further details, those interested in any particular class of position may secure information by writing to the Civil Service Commission at Ottawa.

## ECONOMICS AND INDUSTRY

A position which should be of particular interest to the graduate in Economics and Political Science is that of Junior Trade Commissioner, involving as it does a thorough knowledge of Canadian and foreign commerce and industrial con-

ditions. A Junior Trade Commissioner first serves a practical apprenticeship in the Department of Trade and Commerce by close contact with the Canadian manufacturing fields. After proving his worth at home, he is assigned to duties abroad.

There is also a sociological avocation for the one who is keenly interested in industrial problems. This work is in the Department of Labour. Its field of service makes it attractive to those who are willing to give their best in work that is in constant touch with the changing phases of modern industrial development. The Employment Branch of this Department deals directly with the necessities of industry for an adequate supply of workers and the many problems affecting their welfare. The Prices and Wages Branch collects and analyses statistical information relative to the cost of commodities and wages.

### LITERARY

There are many good openings for literary work in such positions as Editorial Assistants, Translators (modern languages) and Librarians. Library work is especially attractive to women. The Departments have realized the necessity for well organized libraries and an efficient personnel to cope with the growing volume of editorial and research work. Statisticians are frequently in demand and this work is one in which the student in mathematics or economics can find use for all his training.

### SCIENCE AND AGRICULTURE

The positions briefly dealt with under this heading offer a wide range for the concrete expression of technical training.

Every department has its special opportunities, but the Departments of Mines, of the Interior, of Public Works, of Agriculture, and of the Naval Service, are continually requiring experts. The Natural Resources Intelligence Branch of the Department of the Interior requires research engineers to make investigations into and report upon this country's resources. For this vast project the Chemical, Electrical, and Mechanical Engineer is needed as well as the Archaeologist and Geologist.

The Department of Mines offers particular opportunities to the university man for almost all its positions are of a highly technical character. The Geological Survey recruits its staff by employing university students as field assistants during their second year, and training them through successive years of field experience and post-graduate study for positions of Assistant Geologist, Associate Geologist and Geologist. In the Mines Branch there are opportunities for expert Mining Engineers, Chemists and Laboratory Assistants for analytical and research work. The National Museum requires the most highly trained men as Botanists, Zoologists, Palæontologists, Palæobotanists and Ornithologists. The following is the present salary range for some of these positions:—

Assistant Geologist .....	\$2,100 - \$2,460
Associate Geologist .....	2,580 - 3,300
Geologist .....	3,300 - 4,200
Assistant Mining Engineer...	2,100 - 2,580
Mining Engineer .....	2,640 - 3,000
Botanist .....	1,920 - 2,400
Chief Botanist .....	3,300 - 4,200

The Department of Agriculture in its various branches offers many opportunities to the technically trained man and provides many lines of advancement. It includes among others, the Experimental Farms

Branch with its twenty Branch Experimental Farms and Stations, offering wide scope to those interested in experimental and research work in practical Agriculture; the Health of Animals Branch, the work of this Branch requiring a large corps of Veterinary Inspectors and Lay Inspectors; the Live Stock Branch; the Dairy and Cold Storage Branch; the Seed Branch, which requires a large number of Inspectional Officers and Analysts for the carrying on of its work; the Entomological Branch and the Fruit Branch. This division of the work of the Department into specialized branches indicates the need for specialists and the demand for qualified applicants for many of the positions exceeds the supply. A few of the representative positions are given below:—

Assistant to Superintendent, Experimental Farm .....	\$1,500 - \$1,800
Superintendent, Experimental Farm .....	2,100 - 3,000
Assistant Plant Pathologist..	1,920 - 2,280
Plant Pathologist .....	2,400 - 2,760
Animal Husbandman .....	1,920 - 2,400
Field Husbandman .....	1,920 - 2,400
District Live Stock Promoter	1,920 - 2,400
Dairy Produce Grader.....	1,920 - 2,400
Chief Dairy Produce Grader.	2,520 - 3,000
Senior Seed Analyst.....	1,500 - 1,860
Supervising Seed Analyst....	2,520 - 3,000
District Seed and Feed In- spector .....	2,400 - 2,880
Assistant Entomologist .....	1,920 - 2,280
Entomologist .....	2,400 - 2,760

### AIR BOARD

The Air Board offers splendid scope for advancement in its many branches—Technical, Administrative, Flying, Mechanical, and Clerical. A few typical lines of promotion are as follows:—

(1) From Air Pilot Navigator (salary \$2,460-\$2,940) to Air Sub-Station Superintendent (salary \$2,940- \$3,300), to Air



Station Superintendent (\$3,360-\$3,900), and finally to Director of Flying Operations.

(2) The clerical work of Stores Clerk leads to Air Equipment Officer and to Director of Equipment.

(3) The mechanical work of Air Engine Fitter leads by promotion to Air Foreman Mechanic and to Superintendent Aircraft Repair Section (\$2,940-\$3,300).

The salaries of some of these positions are now being revised, and the remuneration should prove attractive.

The training provided in all branches of this Department not only paves the way to highly remunerative employment within the Department, but also provides ideal specialized training for a rapidly developing commercial industry.

## HOW SPECIAL POSITIONS ARE FILLED

*Publicity.*—When a Department of the Federal Service requires the services of a technical employee in some particular line of work, the Civil Service Commission is requested to fill the position. If it cannot be filled by promotion from within the Service, it is advertised in the *Canada Gazette*. Copies of the advertisement are posted in all offices of the G.W.V.A., Y.M.C.A., Post Offices, and Government Employment Offices, and sent to a large individual mailing list of persons who have advised the Commission that they are interested in work of this nature. About three or four weeks are allowed for the receipt of applications.

*Examination.*—The rating of these applications is the first step in the examination. The rating is based on the educa-



tional attainments, experience and practical knowledge disclosed therein, having special regard to the requirements of the position under consideration. Those applicants who do not secure a minimum rating in this first stage of the examination are not further considered in connection therewith.

The second step is an oral interview with those candidates who have survived the initial rating, and this oral interview is held by a special Board of skilled examiners chosen in each case as experts in the subject under consideration. If, at the conclusion of this interview, there is still a question of choice as between two or more candidates, a written or practical test for the purpose of finally establishing the superiority of the best man may be held. It will therefore be seen that it would frequently happen that applicants disclosing on their application questionnaire a lack of requisite qualifications would not be further considered in connection with the position.

This method of selection has been in operation since these appointments came under the jurisdiction of the Commission, and in practical results has been found to meet all requirements, ensuring the appointment of the best without fear, favour or affection, and establishing to the fullest extent the merit system in the making of all assignments.

It may here be added as an instruction to prospective candidates that all applicants should quote if possible, the competition number and name of the position as stated in the advertisement. In further correspondence on the subject, e.g., when forwarding additional letters of reference,

etc., similar quotation of reference number should be made in order that no time be lost in identifying the competition in which candidates are interested and to ensure that all papers submitted by them are attached to the proper file.

If candidates neglect to submit letters of reference as required, they cannot expect an Advisory Board to attach as great weight to their claims as if they were supported by recommendations from responsible persons, such as former employers, etc.

### VETERAN PREFERENCE

According to law, preference in appointment is given in these competitions, as in all other entrance examinations, to candidates who have seen active service overseas and who are found, when tested, to possess the minimum qualifications required to discharge the duties of the position. A further preference is given to disability cases among the overseas applicants.

### MAILING LIST

A classified mailing list is kept in connection with special positions and any person interested in a particular kind of position, may have his name added by request to this mailing list, and will be kept informed of positions advertised.

### PROMOTION ON MERIT

A career in the Civil Service should be considered not merely from the standpoint of initial salary, but also of possible promotion. Each position is graded and dove-

tails into another of greater opportunity, responsibility and salary. Patronage is dead. Favouritism is as nearly eliminated as human nature and the inexorable processes of Departmental procedure will permit. To-day, entrance to the Civil Service is by way of competition, and is ruthlessly just. Industry, integrity, and intelligence are now the only passports to success in the Civil Service, which offers opportunities worthy of the consideration of the best minds among the young men and women of Canada.











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